



## NOMINATING COMMITTEE MEETING

Monday, January 11, 2016

4-5 P.M.

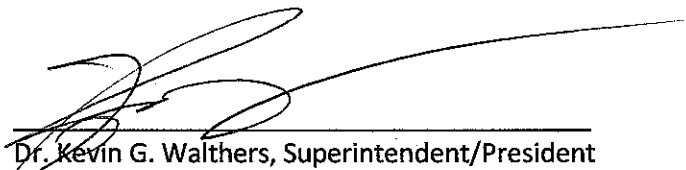
Allan Hancock College Foundation

Mark Smith Conference Room ~ 936 S. College Drive, Santa Maria, California

### AGENDA

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|---|------------|
| <b>1. Call to order</b>   |            |
| <b>2. Roll Call</b>   |            |
| <b>3. Public Comment</b>  |            |
| <i>Public comment not pertaining to specific agenda items is welcome at this time. If you wish to speak to any item listed, please complete a Request to Speak Card available from the executive director. It is suggested that speakers limit themselves to 5 minutes.</i> |            |
| <b>4. Approval of Agenda</b>  |            |
| <b>4.A. Agenda for January 11, 2016</b>   |            |
| Action – Motion ___ Second ___ Vote ___ Abstentions ___   |            |
| <b>5. Approval of Minutes</b>   | <b>1-2</b> |
| <b>5.A. Minutes of September 14, 2015</b>   |            |
| Action – Motion ___ Second ___ Vote ___ Abstentions ___   |            |
| <b>6. Action Items</b>  |            |
| <b>6.A. Director Resignations – Monica Beebe and Bob Poole</b>  |            |
| Action – Motion ___ Second ___ Vote ___ Abstentions ___   |            |
| <b>6.B. Review of Director's Terms</b>  | <b>3-4</b> |
| Action – Motion ___ Second ___ Vote ___ Abstentions ___   |            |
| <b>6.C. Executive Committee Member-At-Large appointment for 2016</b>  |            |
| Action – Motion ___ Second ___ Vote ___ Abstentions ___   |            |
| <b>7. Information Items</b>   |            |
| <b>7.A. Judy Frost – Recognition of service at Board of Director's meeting</b>  |            |
| <b>7.B. Committee Nominations - 2016 Timeline</b>   | <b>5</b>   |
| <b>7.C. Committee Assignments for 2016 Directors</b>  | <b>6</b>   |
| <b>8. Date for Next Nominating Committee Meeting</b>  |            |
| <b>8.A. Set date for next meeting</b>   |            |
| <b>9. Adjournment of Nominating Committee</b>   |            |

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Allan Hancock College Foundation office at (805) 925-2004. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



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Dr. Kevin G. Walthers, Superintendent/President

**Allan Hancock College Foundation**  
**Nominating Committee Meeting**  
*Minutes: September 14, 2015*

The regular meeting of the Nominating Committee was held on September 14, 2015, at 4 p.m. at the Allan Hancock College Foundation, Mark J. Smith Meeting Room—Building R, 936 South College Drive, Santa Maria, California.

**1. Meeting Called to Order**

The meeting was called to order at 4 p.m. by Dr. Kevin G. Walthers, Superintendent/President as Chair. Bob Poole was unable to attend.

**2. Roll Call**

Present: Mary Nanning, Ken Ostini, Rob Klug, and Dr. Kevin G. Walthers  
Absent: Bob Poole, Brenda Farias, Henry Grennan  
Foundation Staff present: Annie Looyen

**3. Public Comment**

There was no public comment.

**4. Approval of Agenda**

Dr. Walthers asked members to review the agenda for today's meeting and called for a motion to approve.

**Motion:** On a motion by Director Nanning, seconded by Director Ostini, approved the agenda as submitted on a roll call vote as follows: Ayes: Nanning, Klug, Ostini; Nays: None; Abstentions: None

**5. Approval of Minutes**

Dr. Walthers asked members to review the minutes of the May 26, 2015, meeting and called for a motion to approve.

**Motion:** On a motion by Director Ostini, seconded by Director Klug, the minutes were approved as submitted on a roll call vote as follows: Ayes: Nanning, Klug, Ostini; Nays: None; Abstentions: None

**6. Committee Business**

**6.A.** The committee discussed candidates for nomination as new directors. The following names were put forward for an initial one-year term as director, pending Executive Committee approval at its September 22, 2015, meeting: Jim Fields – Lompoc, Sam Orosco – Santa Maria, Mario Juarez – Santa Maria, Lee Cox – Santa Maria, and Ed Cora – Guadalupe.

**Motion:** On a motion by Director Ostini, seconded by Director Klug, nominees Jim Fields, Sam Orosco, Mario Juarez, Lee Cox, and Ed Cora will be recommended for an initial one-year term as an AHC Foundation director to the Executive Committee at the September 22, 2015, meeting on a roll call vote as follows: Ayes: Nanning, Ostini, Klug; Nays: None; Abstentions: None.

**6.B.** The Committee approved the 2016 slate of officers pending Executive Committee approval at the September 22, 2015 meeting and review by the full board at the October 22, 2015, quarterly meeting. The slate of officers will be formally approved at the February annual organizational meeting as outlined in the bylaws. The 2015 slate of officers include President – Valerie Moya, Vice President – Bob Lotwala, Secretary – Georgia Schragar, and Treasurer – Guy Walker.

**Allan Hancock College Foundation**

**Nominating Committee Meeting**

*Minutes: September 14, 2015*

**Motion:** On a motion by Director Nanning, seconded by Director Klug, the committee approved moving forward with the 2016 slate of officers as follows; President – Valerie Moya, Vice President – Bob Lotwala, Secretary – Georgia Schrager, Treasurer – Guy Walker on a roll call vote as follows: Ayes: Nanning, Klug, Ostini; Nays: None; Abstentions: None.

**6.C.** The Committee reviewed the Member-At-Large Appointments for 2016 pending Executive Committee approval at its September 22, 2015, meeting: Ken Ostini and Jay Cerny.

**Motion:** On a motion by Director Nanning, seconded by Director Klug, the Member-At-Large Appointments were approved for 2016: Member at Large 1: Ken Ostini, Member at Large 2: Jay Cerny on a roll call vote as follows: Ayes: Nanning, Klug, Ostini; Nays: None; Abstentions: None

**6.D.** The Committee reviewed the Board Member's Terms as follows:

- Michael Carroll and Rob Klug to serve year two and three of their initial term;
- Brenda Farias, Henry Grennan, Bob Lotwala and Guy Walker to serve a second three-year term;
- Tom Lopez and Roger Welt to serve a third three-year term;
- accept with regrets, Judy Frost completing her third three-year term as a foundation board member.

**Motion:** On a motion by Director Klug, seconded by Director Nanning, approved Michael Carroll and Rob Klug to serve year two and three of their initial term; Brenda Farias, Henry Grennan, Bob Lotwala and Guy Walker to serve a second three-year term; Tom Lopez and Roger Welt to serve a third three-year term and to accept with regrets, Judy Frost completing her third three-year term as a foundation board member on a roll call vote as follows: Ayes: Nanning, Klug, Ostini; Nays: None; Abstentions: None

**7. Next Meeting**

The next meeting of the committee will be early 2016.

**8. Meeting Adjourned**

There being no additional business, the meeting was adjourned at 4:20 p.m.

**Motion:** On a motion by Director Ostini, seconded by Director Klug, the meeting was adjourned at 4:20 p.m. on a roll call vote as follows: Ayes: Nanning, Klug, Ostini; Nays: None; Abstentions: None.

**Allan Hancock College Foundation  
Director Terms - Updated 1/04/2016**

	LAST	FIRST	AREA	OCCUPATION	Elected	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
1	Bray	Jim H.	Santa Maria	Public & Government Affairs Manager, Pacific Coast Energy Company	13-Oct	1	1	2	2	2	3	3	3		
2	Carroll	Michael	Lompoc	Vice President and Branch Manager for Union Bank in Lompoc	14-Oct	①	1	1	2	2	2	3	3	3	
3	Cerny	Jay Edward	Los Olivos	Mortgage Broker, Los Olivos CML, Inc.	13-Oct	1	1	2	2	2	3	3	3		
4	Coggin	R. Bruce	Lompoc	Manager, Health and Safety Services - Imerys Filtration	Feb-11	2	2	3	3	3					
5	Cora	Ed	Guadalupe	Superintendent of Guadalupe Union School District	Feb-16		①	1	1	2	2	2	3	3	3
6	Cox	Lee-Volker	Santa Maria	Retired Air Force Colonel, Motivational Speaker, Photographer	Feb-16		①	1	1	2	2	2	3	3	3
7	Dworaczyk	Terry	Santa Maria	Financial Advisor, Ameriprise Financial	Feb-08	3	3								
8	Everett	John	Santa Maria	Insurance, Allstate Insurance	Feb-08	3	3								
9	Farias	Brenda	Santa Maria	Executive Director, USDA Farm Service Agency	Feb-13	1	2	2	2	3	3	3			
10	Fields	Jim	Lompoc		Feb-16		①	1	1	2	2	2	3	3	3
11	Frost	Judy	Santa Maria	Retired Administrator, Allan Hancock College	Aug-06	3									
12	Grennan	Henry	Santa Maria	Retired, Teaching-Santa Maria Bonita School District	Feb-13	1	2	2	2	3	3	3			
13	Hesse	Peggy	Santa Maria	CPA, Lapp Fatch Myers & Gallagher	13-Oct	1	1	2	2	2	3	3	3		
14	Johnson	George	Santa Ynez	Retired, Engineer	13-Oct	1	1		2	2	3	3	3		
15	Juarez	Mario	Santa Maria	Local Attorney at Law	16-Feb		①	1	1	2	2	2	3	3	3
16	Klug	Robert	Lompoc	Business Owner, Master Service Repair, Inc.	14-Oct	①	1	1	2	2	2	3	3	3	
17	Lahr	Doris	Santa Maria	Community Volunteer	Feb-12	2	2	2	3	3	3				
18	Lopez	Tom	Santa Maria	Engineer, TSL Engineering	Feb-10	2	3	3	3						
19	Lotwala	Bob	Lompoc	CFO, Community Health Care Centers	Feb-13	1	2	2	2	3	3	3			
20	Manning	Robert	Lompoc	Business Owner, Sue's Place	Feb-12	2	2	2	3	3	3				
21	Moats	Susan	Santa Maria	Moats Loser & Skin Care	Feb-08	3	3								
22	Moya	Valerie	Santa Maria	Bank Management	Oct-13	1	1	2	2	2	3	3	3		
23	Nanning	Mary K.	Santa Maria	Air Force, retired	Feb-11	2	2	3	3						
24	Ostini	Ken	Lompoc	President/CEO, Lompoc Valley Chamber of Commerce & Visitors Bureau	Oct-13	1	1	2	2	2	3	3	3		
25	Orozco	Sam	Santa Maria	Continuous Improvement Consultant at Community Health Centers (CHC)	Feb-16		①	1	1	2	2	2	3	3	3

**Allan Hancock College Foundation  
Director Terms - Updated 1/04/2016**

	LAST	FIRST	AREA	OCCUPATION	Elected	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
26	Schrager	Georgia	Santa Maria	Retired, Teaching-Orcutt Union School District	Feb-12	2	2	2	3	3	3				
27	Walker	Guy	Santa Ynez	Advisor, Wealth Management Strategies	Feb-13	1	2	2	2	3	3	3			
28	Welt	Roger	Santa Maria	Retired Administrator, Allan Hancock College	Feb-10	2	3	3	3						

**Legend**

The number appearing in each year corresponds to the term number (e.g. 1=first term, 3=third term, 5=fifth term) each director is serving that year.

A circled number indicates year the director begins their first term and could renew their commitment to complete additional 3-year terms.

A screened box indicates the year the maximum number of consecutive terms a director may serve before reaching term limits. Must be off board for one year.

**TRUSTEE REPRESENTATIVES:** Two directors shall be members of the Board of Trustees of the District and each is appointed annually by the Board of Trustees of the District for a one-year term or until a successor is appointed.  
Representatives serve as voting members of the board. **Current Representatives:** Greg Pensa, Hilda Zacarias

**COLLEGE REPRESENTATIVES:** The Superintendent/President of the District and the Vice President of Business Services of the District each serve ex officio as a director. A full-time member of the faculty of the District is appointed annually by the Academic Senate of the District, renewable for a maximum of three consecutive years, or until a successor is appointed. Representatives serve as voting members of the board.

**Current Representatives:** Kevin G. Wolthers, Ph.D., Michael Black, and Faculty Representative, Linda Metaxas

**STUDENT REPRESENTATIVE:** An AHC student recommended by the foundation executive committee and approved by the board of directors. Non-voting member of the board.

**Current Representative:** Kimberly Kallies

**EXECUTIVE DIRECTOR:** Vacant, Non-voting member of the board.

**FOUNDATION STAFF:** Marilyn Cox - Fiscal Technician, Toni McCracken - Scholarship Program Coordinator, Annie Looyesen - Administrative Assistant

Allan Hancock College Foundation  
**Nominations Committee – 2016 Timeline**  
*Draft for Review by Nominations Committee – January 11, 2016*

**April**

**11 First of four meetings**

- Review timeline, documents, guidelines, and answer questions

**12** Staff mails BOD the “Few Good Leaders” letter and several nomination forms. BoDs contact AHCF staff to check name and history with the College. Staff responds, reports progress to committee chair, and begins a working slate of names

- Chair submits timeline and requests approval from the Executive Committee

**28** BoD Nomination Forms due (at the April 28 BoD meeting)

**29** Staff completes the working slate of names and sends to Chair

**May**

**2 Second of four meetings**

- Review and approve BoD proposed names and set up next steps for the Foundation Community Resource List.

*The Foundation Community Resource List is a master list of community members which is reviewed by the board for future directors and committee members.*

- A. Chair or Executive Director contacts BoD who submitted the name for further information
- B. Executive Committee and Dr. Walthers review and approve proposed nominees.
- C. Executive Director sets up meeting with Dr. Walthers, BoD member who nominated the candidate, and the candidate
- D. Meeting confirmation letter and packet are mailed one week in advance of the meeting.
- E. At the meeting with Dr. Walthers, candidate is asked about interest in serving the foundation by being considered for the Foundation Community Resource List. The List is part of the formal review process for nominees. Explain that nominees are approved at the October Board of Directors meeting.
- F. Those not asked to join the board at that time are acknowledged with a thank you letter from the Executive Director and informed that they are now on our Foundation Community Resource List with our appreciation.
- G. Staff will send all candidates a letter with dates of future Board meetings, and reminding them that meetings of the Board are public, and they are welcomed to attend as observers.

**June**

**28** Chair reports to Executive Committee and requests approval of the slate of names

**July**

No meeting. (If needed for reporting purposes, the Executive Committee is scheduled to meet the first Tuesday in July)

**August**

**8 Third of four meetings**

Confirm final slate of candidates / officers to submit to August 23 Executive Committee meeting.

**7 – September 10**

Executive Director meets with approved candidates and the invitation to join the board is extended.

**September**

**12 Fourth of four meetings**

If needed, to finalize new directors and to finalize the slate of officers for approval by Executive Committee at its September 27 meeting

**20** Executive Committee meeting: Nominations Chair presents the slate of nominees and officers

**October**

**27** Slate is presented to BOD at its quarterly meeting. New directors are nominated and approved by BoD and no action will be taken on the slate of officers until the February Annual Organizational Meeting.

**November**

Mail “Welcome” packet (welcome letter, personal profile sheet), schedule new BoD orientation meeting, lead a campus tour, issue press release through Public Affairs office.

## Foundation Committees

The foundation has two types of committees: Standing Committees, which are defined in the bylaws of the corporation and subject to public meeting law (Brown Act), and Ad Hoc, which are formed to meet the needs of the foundation and support its mission statement. Generally, committees meet monthly and report quarterly to the Executive Committee. Below is a list of all committees along with a "job description" for each. The bylaws state that at least three regular board members must attend a committee meeting, and each committee shall have a chair.

### Standing:

#### 1. Executive

The Executive Committee has the authority of the board of directors for the day-to-day management of the corporation as prescribed by the bylaws or as directed by the board of directors. The committee includes the elected officers of the corporation, a trustee appointee, the Superintendent/President, and two at-large members of the board of directors. The committee meets monthly or as necessary.

#### 2. Finance

The Investment Committee makes recommendations to the Executive Committee about the Foundation's financial activities including investments, allocations of earnings, budgets, and fiscal policy. The committee monitors the foundation's financial activities, policies, and procedures and reports to each regular board meeting the income, expenses and investments of the corporation. The committee is chaired by the elected treasurer of the corporation. Membership includes the college's Associate Superintendent/Vice President, Finance and Administration, and other voluntary members from the board and/or community.

#### 3. Nominating

The Nominating Committee seeks out, screens, and proposes new directors and officers to be nominated for election to the board. Generally at the final board meeting of the calendar year, the committee recommends the slate of officers for board consideration. In addition, the committee recommends the re-nomination of current board members at any regularly scheduled meeting of the Foundation's board of directors.

#### 4. Scholarship

The Scholarship Committee oversees and advises the board on the foundation's annual scholarship program including appeals, waiver requests, the annual banquet, and the web-based application procedures.

**Ad Hoc** – (Originally based on the AHC 2009-2013 Strategic Plan, several committees have undergone changes to both title and job description based on the needs of the foundation.)

#### 1. The President's Circle

The President's Circle Committee sets the goal and plans the annual campaign for the President's Circle. It sets the fundraising goal, writes and monitors the annual cultivation plan, sets the campaign time frame, conducts donor searches, schedules direct mail contact pieces and appeals and year-end mail appeals, schedules fundraising events, alumni outreach, and funding for special projects.

#### 2. Major Gifts

The Major Gifts Committee identifies memorial naming opportunities for current and future college facilities and updates naming opportunity brochures.

#### 3. Planned Giving

The Planned Giving Committee develops a marketing plan for deferred gifts and oversees the acquisition of planned gifts, including appreciated real estate and insurance gifts. The committee also organizes and publicizes one annual planned giving workshop for donor prospects and professional advisors.